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Acquisition

RAPID RESPONSE PROCESS



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This instruction implements AFPD 63-1, *Acquisition System*. It establishes a Rapid Response Process (RRP) to accelerate the fielding of critical systems to meet theater-specific wartime needs. The RRP does not replace normal acquisition procedures; but rather speeds up the process of fielding systems to satisfy wartime needs. Users of this instruction should read Department of Defense 5000- and Air Force 10- and 63-series publications.

1. Rapid Response Process (RRP) Concept:

1.1. The RRP starts when HQ USAF, major commands (MAJCOM), and warfighting commanders in chief (CINC) issue an urgent, time-sensitive Combat Mission Need Statement (C-MNS). The C-MNS, processed in accordance with AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures* (formerly AFR 57-1), is validated by the operator MAJCOM and sent to the Deputy Chief of Staff for Plans and Operations, Directorate of Operational Requirements (HQ USAF/XOR) for action. Within 48 hours, HQ USAF/XOR presents the C-MNS to the Air Force Chief of Staff (CSAF) for approval.

1.2. **Figure 1.** describes the RRP flow and the timeline. The RRP should take no longer than 16 days from the receipt of the C-MNS to issuing a Program Management Directive (PMD).

1.3. Upon approval of the C-MNS by the CSAF, the Rapid Response Assessment Committee (RRAC) assesses whether the RRP criteria are satisfied; reviews alternatives and approaches to meet the mission need; and prepares an abbreviated acquisition strategy in coordination with the Air Force Materiel Command (AFMC) and the Program Executive Officer (PEO) or Designated Acquisition Commander (DAC).

1.4. The RRAC presents the results of the feasibility study to the Rapid Response Process Council (RRPC) for review and approval.

1.5. If there are no issues in satisfying the C-MNS, the RRPC approves the RRP project and provides the RRP Case Summary to the CSAF for information. If issues are identified, the RRPC forwards their recommendations and RRP Case Summary to the CSAF for review and approval.

1.6. The Air Force Acquisition Executive (AFAE) issues the PMD within 24 hours.

2. RRP Criteria:

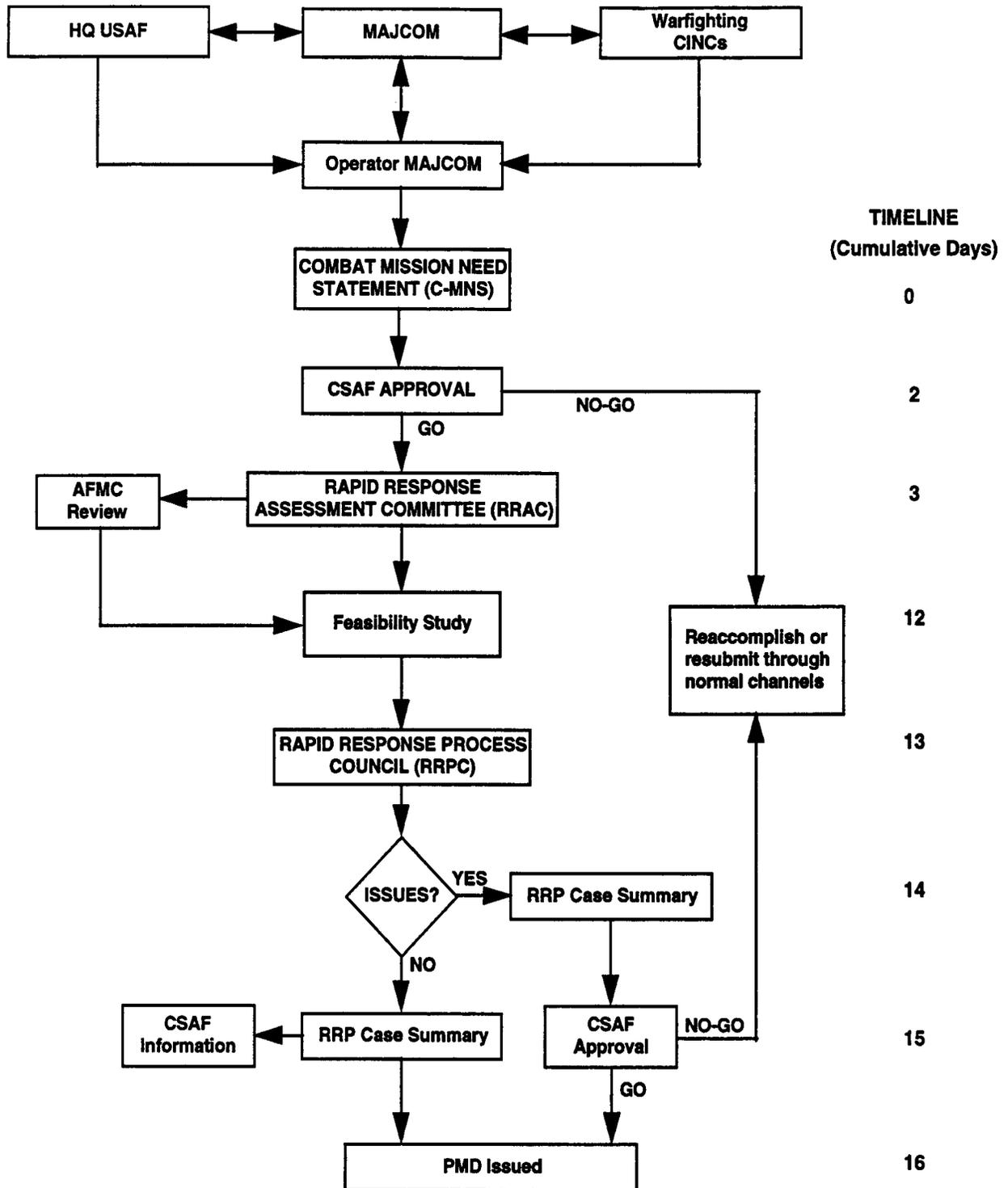
- Quickly fielded (normally within 60 days from authorization)
- Supportable in-place
- Affordable
- Acceptable risk.

2.1. The RRAC conducts the feasibility assessment and determines if the project meets these initial criteria. If the project is disapproved, the C-MNS is returned to the sponsor for resolution.

2.2. If the sponsor decides to resubmit, then the normal Air Force 10-series process is used. (*Note: The resubmitted MNS retains the original C-MNS numerical designator.*)

3. Responsibilities. The Office of the Assistant Secretary for Acquisition (SAF/AQ) and the Deputy Chief of Staff for Plans and Operations (HQ USAF/XO) are jointly responsible for implementing the RRP. Participating organizations appoint both primary and alternate members for the RRAC and RRPC. The RRAC members should be colonels or civilian grade equivalents. The RRPC members should be brigadier or major generals or civilian grade equivalents. The RRAC members must know systems acquisition procedures, how to operate a wide spectrum of combat related equipment, and be authorized to make real-time decisions at RRAC meetings. RRAC members must have enough experience to balance the urgency of the combat user's need against the requirements of the normal acquisition process. Organizations have these roles and responsibilities.

Figure 1. Rapid Response Process and Timeline



3.1. Office of the Assistant Secretary for Acquisition (SAF/AQ):

- Appoints a member and alternate from the Deputy Assistant Secretary for Contracting (SAF/AQC) to the RRAC.
- Processes below-threshold reprogramming as necessary.
- Issues the PMD within 24 hours (AFAE).
- Executes the appropriate acquisition direction.

3.1.1. Deputy Assistant Secretary for Management Policy and Program Integration (SAF/AQX). SAF/AQX shall chair the RRPC.

3.1.2. Deputy Assistant Secretary for Management Policy and Program Integration, Acquisition Management Policy Division (SAF/AQXA):

- Is the Executive Secretary for the RRPC.
- Co-chairs the RRAC with the Deputy Chief of Staff for Plans and Operations, Directorate of Operational Requirements, Policy and Joint Requirements (HQ USAF/XORJ).
- Convenes RRAC and RRPC meetings.
- Distributes minutes of RRAC and RRPC meetings.
- Maintains the official files on each RRP project.
- On receiving the C-MNS, informs the appropriate PEO or DAC and the responsible Mission Area Director (MAD).
- Coordinates AFMC inputs to the RRAC.
- Coordinates PEO and DAC inputs to the RRAC forwarded through the MAD.

3.2. Deputy Chief of Staff for Plans and Operations (HQ USAF/XO). HQ USAF/XO appoints a member and alternate to the RRPC.

3.2.1. Deputy Chief of Staff for Plans and Operations, Directorate of Operational Requirements (HQ USAF/XOR). HQ USAF/XOR processes the C-MNS for CSAF approval within 48 hours.

3.2.2. Deputy Chief of Staff for Plans and Operations, Directorate of Operational Requirements, Policy and Joint Requirements (HQ USAF/XORJ):

- Co-chairs the RRAC with SAF/AQXA.
- On receiving a C-MNS, immediately notifies SAF/AQXA.
- Distributes copies of the C-MNS within 24 hours to RRAC and RRPC members and the Air Force Materiel Command, Director of Requirements (AFMC/XR).
- Briefs the C-MNS to the RRAC within 72 hours (Functional Expert).

3.3. Deputy Chief of Staff for Logistics (HQ USAF/LG):

- Appoints members and alternates to the RRPC and RRAC.
- Coordinates with AFMC on inputs to the RRAC feasibility assessment.
- Processes below-threshold reprogramming as necessary.

3.4. The Office of the Assistant Secretary for Financial Management and Comptroller (SAF/FM):

- Appoints members and alternates to the RRPC and RRAC.
- Processes below-threshold reprogramming as necessary (with help from other RRAC members).

3.5. The Directorate of Test and Evaluation (HQ USAF/TE):

- Appoints members and alternates to the RRPC and RRAC.

3.6. The Assistant Chief of Staff for Intelligence (HQ USAF/IN):

- Appoints members and alternates to the RRPC and RRAC.
- Participates in the RRPC and RRAC as necessary.

3.7. The Deputy Chief of Staff for Command, Control, Communications, and Computers (HQ USAF/SC):

- Appoints members and alternates to the RRPC and RRAC.
- Participates in the RRPC and RRAC as necessary.

3.8. Office of the General Counsel (SAF/GC):

- Appoints members and alternates to the RRPC and RRAC.
- Participates in the RRPC and RRAC as necessary.

3.9. Air Force Materiel Command (AFMC):

- Establishes a point of contact (POC) and alternate for the RRAC.
- Informs the product and logistics centers and the laboratories upon receipt of the C-MNS.
- Coordinates AFMC inputs to the RRAC.

4. Rapid Response Assessment Committee (RRAC). SAF/AQXA and HQ USAF/XORJ co-chair the RRAC with members (and alternates) from SAF/AQC, HQ USAF/LG, HQ USAF/TE, SAF/FM, and the appropriate MAD. SAF/GC, HQ USAF/IN, and HQ USAF/SC participate as necessary. The AFMC POC may participate in all RRAC meetings. The purpose of the RRAC is to ensure that the C-MNS is satisfied as rapidly as possible. Depending on the solutions being evaluated, the RRAC may be augmented by personnel with the appropriate legal, technical and operational expertise. The RRAC ensures that the feasibility assessment is comprehensive and that the proposed solution satisfies the C-MNS and meets the RRP criteria. The RRAC also prepares acquisition strategies and program plans to execute the RRP projects. Results and recommendations are briefed to the RRPC as soon as possible. At the RRPC decision briefing, the RRAC presents the abbreviated acquisition strategy, the coordinated PMD, and funding documents for review and approval.

5. Feasibility Assessment. The RRAC conducts the feasibility assessment. The feasibility assessment addresses alternatives (domestic and foreign) to satisfy the C-MNS with support from AFMC and the appropriate PEO or DAC. The feasibility assessment ensures that the RRP criteria are met. The results of the feasibility assessment are presented to the RRPC.

6. Rapid Response Process Council (RRPC). SAF/AQX chairs the RRPC with members (and alternates) from HQ USAF/XO, HQ USAF/LG, HQ USAF/TE, and SAF/FM. SAF/GC, HQ USAF/IN, and HQ USAF/SC participate as necessary. The purpose of the RRPC is to review and approve the results of the feasibility assessment, the abbreviated acquisition strategy, the draft PMD, and funding documents. If

there are no issues in satisfying the C-MNS, the RRPC approves the RRP project and provides the RRP Case Summary to the CSAF for information. If issues are identified, the RRPC forwards their recommendations and RRP Case Summary to the CSAF for review and approval.

7. Approval and Execution. When the RRP project is approved, the AFAE notifies the responsible MAD of any RRP actions and issues the PMD within 24 hours. Upon PMD issuance, the implementing commands are authorized to use "urgent and compelling needs" in accordance with Federal Acquisition Regulation, Part 6, *Competition Requirements*, Subpart 6.3, *Other Than Full and Open Competition*, Section 6.302-2, *Unusual and Compelling Urgency* (FAR 6.302-2) to execute the PMD for the RRP project. Use of message PMDs is authorized.

8. RRP Project Funding. The MAJCOM should identify a potential source of funding when submitting the C-MNS. If the MAJCOM is unable to identify funding, then the MAJCOM works with SAF/AQ (3010, 3020, and 3600 funding), HQ USAF/LG and SAF/FM (3080 funding), SAF/FM (3400 funding), and HQ USAF/XO to find a funding source within the same MAJCOM appropriation. If funding still cannot be identified, then the RRAC compares the RRP project's requirements with other requirements in the Air Force's total obligation authority for possible funding.

9. RRP Project Duration. The RRP satisfies a near-term, urgent, time-sensitive C-MNS. The PMD implementing the RRP project should be reviewed after the crisis or combat operation or 1 year after PMD issuance, whichever occurs first. The RRP project should be dispositioned as soon as possible by amending, superseding, canceling, or terminating the PMD. If appropriate, the RRP project should be converted into the normal acquisition cycle by identifying funding in the President's Budget and Future Years Defense Program.

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